



## **MARICOPA COUNTY JUSTICE COURT**

**If you want to file a...**

# **MOTION TO VACATE JUDGMENT**

## **Small Claims & Civil**

**Justice Courts business hours are Monday - Friday, 8:00 a.m. - 5:00 p.m. (excluding legal holidays)**  
**The Justice Courts of Arizona in Maricopa County are located at the following sites:**

**Agua Fria (Tolleson)**

9550 W. Van Buren, #6,  
Tolleson, 85353  
**Justice:** Joe "Pep" Guzman  
**Phone:** 623-936-1449  
**Fax:** 623-936-4859  
**Parking:** in lot adjacent to the building

**Arcadia Biltmore (East Phoenix #2)**

620 West Jackson Street  
Phoenix, 85003  
**Justice:** Steven Sarkis  
**Phone:** 602-372-6300  
**Fax:** 602-372-6412  
**Parking:** in lot adjacent to the building

**Arrowhead (Peoria)**

14264 W. Tierra Buena Lane  
Surprise, 85374  
**Justice:** John Keegan  
**Phone:** 602-372-2000  
**Fax:** 602-372-2620  
**Parking:** in lot adjacent to the building

**Desert Ridge**

18380 N. 40<sup>th</sup> St., Suite 130, Phoenix 85032  
**Justice:** Clancy Jayne  
**Phone:** 602-372-7100  
**Fax:** 602-372-7912  
**Parking:** free parking adjacent to building

**Downtown (East Phoenix #1)**

620 West Jackson Street  
Phoenix, 85003  
**Justice:** Armando Gandarilla  
**Phone:** 602-372-6300  
**Fax:** 602-372-6406  
**Parking:** Metered street parking

**Dreamy Draw (Northeast Phoenix)**

18380 N. 40th Street  
Phoenix, 85032  
**Justice:** Frank J. Conti  
**Phone:** 602-372-7000  
**Fax:** 602-372-7911  
**Parking:** in lot adjacent to the building

**East Mesa**

4811 E. Julep, Suite 128,  
Mesa, 85205  
**Justice:** Mark Chiles  
**Phone:** 480-985-0188  
**Fax:** 480-396-6327  
**Parking:** in lot adjacent to the building

**Encanto (Central Phoenix)**

620 West Jackson Street  
Phoenix, 85003  
**Justice:** C. Steven McMurry  
**Phone:** 602-372-6300  
**Fax:** 602-372-6414  
**Parking:** Metered street parking

**Estrella Mountain (Buckeye Precinct)**

100 N. Apache Rd., Suite C  
Buckeye, 85326  
**Justice:** G. Michael Osterfeld  
**Phone:** 623-386-4822  
**Fax:** 623-386-5796  
**Parking:** in lot adjacent to the building

**Hassayampa (Wickenburg)**

14264 W. Tierra Buena Lane  
Surprise, 85374  
**Justice:** Chris Mueller  
**Phone:** 602-372-2000  
**Fax:** 602-372-2620  
**Parking:** in lot adjacent to the building

**Highland**

55 E. Civic Center Drive, Suite 55  
Gilbert, 85296  
**Justice:** Dan Dodge  
**Phone:** 602-372-8300  
**Fax:** 602-372-8301  
**Parking:** free parking available

**Ironwood (Gila Bend)**

209 E. Pima Street  
Gila Bend, 85337  
**Justice:** Joe Getzwiller  
**Phone:** 928-683-2651  
**Fax:** 928-683-6412  
**Parking:** in lot adjacent to the building

**Kyrene (West Tempe)**

201 E. Chicago Street, Suite #104  
Chandler, 85225  
**Justice:** Elizabeth Rogers  
**Phone:** 602-372-3400  
**Fax:** 602-372-3494  
**Parking:** in lot adjacent to the building

**Manistee (Glendale)**

14264 W. Tierra Buena Lane  
Surprise, 85374  
**Justice:** Gary Handley  
**Phone:** 602-372-2000  
**Fax:** 602-372-2620  
**Parking:** in lot adjacent to the building

**Maryvale**

4622 W. Indian School Road,  
Suite D10, Phoenix, 85031  
**Justice:** Andy Gastelum  
**Phone:** 623-245-0432  
**Fax:** 623-245-1216  
**Parking:** in lot adjacent to the building

**McDowell Mountain (Scottsdale)** 18380

N. 40th Street  
Phoenix, 85032  
**Justice:** Michael Reagan  
**Phone:** 602-372-7000  
**Fax:** 602-372-7910  
**Parking:** in lot adjacent to the building

**Moon Valley (Northwest Phoenix)**

18380 N. 40th Street  
Phoenix, 85032  
**Justice:** Rebecca Macbeth  
**Phone:** 602-372-7000  
**Fax:** 602-372-7910  
**Parking:** in lot adjacent to the building

**North Mesa**

1837 South Mesa Drive, Suite B103  
Mesa, 85210  
**Justice:** Lester Pearce  
**Phone:** 480-926-9731  
**Fax:** 480-926-7763  
**Parking:** in lot adjacent to the building

**North Valley**

14264 W. Tierra Buena Lane  
Surprise, 85374  
**Justice:** Gerald A. Williams  
**Phone:** 602-372-2000  
**Fax:** 602-372-2620  
**Parking:** in lot adjacent to the building

**San Marcos (Chandler)**

201 E. Chicago Street, Suite #103  
Chandler, 85225  
**Justice:** Keith Frankel  
**Phone:** 602-372-3400  
**Fax:** 602-372-3468  
**Parking:** in lot adjacent to the building

**San Tan (South Mesa/Gilbert)**

201 E. Chicago Street, Suite #102  
Chandler, 85225  
**Justice:** Samuel T. Goodman  
**Phone:** 602-372-3400  
**Fax:** 602-372-3441  
**Parking:** in lot adjacent to the building

**South Mountain (South Phoenix)**

620 West Jackson Street  
Phoenix, 85003  
**Justice:** Cody Williams  
**Phone:** 602-372-6300  
**Fax:** 602-372-6410  
**Parking:** Metered street parking

**University Lakes (East Tempe)**

201 E. Chicago Street, Suite #101  
Chandler, 85225  
**Justice:** John R. Ore  
**Phone:** 602-372-3400  
**Fax:** 602-372-3414  
**Parking:** in lot adjacent to the building

**West McDowell**

620 West Jackson Street, Phoenix, 85003  
**Justice:** Rachel Torres Carrillo  
**Phone:** 602-372-6300  
**Fax:** 602-372-6408  
**Parking:** Metered street parking

**West Mesa**

2050 W. University Drive, Mesa, 85201  
**Justice:** Clayton Hamblen  
**Phone:** 480-964-2958  
**Fax:** 480-969-1098  
**Parking:** in lot adjacent to the building

**More information online at:**

**[www.superiorcourt.maricopa.gov/justicecourts/](http://www.superiorcourt.maricopa.gov/justicecourts/)**



## MARICOPA COUNTY JUSTICE COURT

A **MOTION TO VACATE JUDGMENT** can be filed by either party to vacate a default judgment or a judgment following a hearing or trial. **If the time to appeal the judgment has expired, the motion to Vacate Judgment must be served on the other party in the same manner as if serving a summons and complaint and proof of service must be filed with the court.** If the time to appeal the judgment has not expired the Motion to Vacate Judgment may be served by first class mail.

**If the motion to Vacate Judgment is your first filing in the case, you will be required to pay an Answer fee.**

The opposing party has **TEN** days after service of this motion to file a written response. If no response is received, the court will consider the motion and will enter an Order.

**Please STOP...**



If there has not yet been a judgment rendered from the court.

**Please PROCEED...**



If you want to court to vacate the judgment rendered.

**FORMS Needed:**



Civil Motion to Vacate Judgment



## MARICOPA COUNTY JUSTICE COURT

### INSTRUCTIONS:

- 1) Complete the forms and then make copies. The court will require the original form. You may wish to have a copy and you will need a copy for each named plaintiff.
- 2) File the forms with the court clerk and pay the Answer fee, if applicable.
- 3) Serve a copy on the other party (and attorney if applicable):
  - A. By first class mail if the time to appeal the judgment has not passed.
  - B. In the manner as provided in Rule 4, Arizona Rules of Civil Procedure – If the time to appeal the judgment has passed.

**IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS** A NOTICE OF CHANGE OF ADDRESS form must be filed with the court when a party changes their address.

Visit us at [www.superiorcourt.maricopa.gov/justicecourts](http://www.superiorcourt.maricopa.gov/justicecourts) for additional filing information and online forms.



MARICOPA COUNTY, ARIZONA \_\_\_\_\_ JUSTICE COURT

ADDRESS: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

Plaintiff(s)

Defendant(s)

Address

Address

ATTORNEY for Plaintiff

ATTORNEY for Defendant

Name/Address

Name/Address

☐ MOTION to VACATE JUDGMENT ☐ MOTION TO MODIFY JUDGMENT

☐ ORAL ARGUMENT REQUESTED

☐ BY AGREEMENT

I am the ☐ Plaintiff ☐ Defendant in this case.

I would like the court to: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Plaintiff

☐ Defendant

I CERTIFY that I mailed / delivered a copy of this MOTION to:

☐ Plaintiff at the above address or ☐ Plaintiff's attorney ☐ Defendant at the above address or ☐ Defendant's attorney

Date: \_\_\_\_\_

By: \_\_\_\_\_

☐ Plaintiff

☐ Defendant

**NOTICE TO MOVING PARTY:**

☐ Time to appeal the judgment has expired. Service by process server required. The motion is required to be served in the manner provided for service of summons in Rule 4, 4.1, or 4.2 Rules of Civil Procedure, as applicable. Proof of service must be filed with the court.

☐ The time to appeal the judgment has not expired. The motion is required to be served by first class mail.

**NOTICE TO RESPONDENT:** You have 10 days after service of this motion to file a written response, if you wish to do so. If no response is given, the Court will consider the relief requested and will enter an order without hearing any objection you may have.